

What is Needed BEFORE We Can Process a Passport Application

1. Completed application form(s).

Forms are available at the library, or online at www.travel.state.gov

**must have or know Social Security Number*

2. Proof of citizenship (at least one of the following):

A. United States Birth Certificate

*(must be a certified copy with a raised or colored seal. Photocopies, scanned computer prints, or hospital birth records are **not** acceptable)*

B. U.S. Citizen's Birth Abroad Papers

C. Previous United States Passport

D. Naturalization Papers

3. Photo Identification (*one of the following*)

A. Driver's License

B. State Identification Card

C. Military Identification

D. Previous Passport

For minors, applicants under age 16, both parents must appear with their photo ID. If only one parent is present, then the absent parent should have filled out form DS-3053 and had it notarized for submission with the minor's passport application.

4. Payment (*per application*)

Routine Applications:

- Check or Money Order for \$110 (adults) to the U.S. Department of State (\$80 for minors, under age 16)
- Check, cash, debit, credit card for \$25 to Laman Library for processing fee.

Expedite Applications:

- One check or money order for \$170 (adults) to the U.S. Department of State (\$140 for minors, under age 16)
- One check, cash, debit, credit card for \$25 to Laman Library for processing fee.